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LIAIS-3-1-2  
TLO meeting  
DD/P

MINUTES

TRAINING OFFICERS MEETING

Thursday  
11 Feb 54

Document No. 005

NO CHANGE in Class. ☐

☐ DECLASSIFIED

Class. CHANGED TO: TS S (C)

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: 6 Feb 78 By: 022

Attendance:

Mr. Baird, D/TR

25X1A

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1. Development of Doctrine

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As a matter of information [REDACTED] reported that during a meeting between [REDACTED] of the Inspector General's office and the DD/P Training Committee the matter of responsibility for the development of doctrine was discussed. [REDACTED] pointed out that much of this development will have to be done by OTR if it is done. It would not, however, be an OTR function to produce operational aids. [REDACTED] requested [REDACTED] to draft a statement of policy on the creation of manuals, for signature of DD/P.

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2. Reports Training

25X1A

[REDACTED] reported briefly about a meeting of division reports officers which was held to discuss reports training. This group is expected to prepare a statement of what they believe to be the requirement. [REDACTED] pointed out that OTR needs a precise statement of what reports training is required.

25X1A

3. Interim Evaluations

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[REDACTED] again pointed out the need for the training officers to receive interim evaluations of people who are not doing well. [REDACTED] agreed with the need and stated that the system would begin to operate.

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4. Training Officers Meeting

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It was agreed that the next meeting should be held [REDACTED] on Thursday, 18 February 1954.

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5. Enrollment of Women in Courses [REDACTED]

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The training officers agreed to the proposed ceiling of 17 women students for any one period [REDACTED] beginning with the April-May overlap of basic courses. Mr. Baird urged a better screening of women entered in Phase II. In discussion it developed that the present pressure to send women to Phase II would be alleviated once the administrative training standards are revised. Furthermore, if the tradecraft week of the BIC Sup were extended to two weeks it would be an acceptable substitute for Phase II for a number of people.

6. Starting Dates for Phase III

25X1A

[REDACTED] explained that the starting date for Phase III was on a Tuesday rather than Monday in order to give students who had completed Phase II a little break. [REDACTED] asked why a week's break between Phase II and Phase III in June. [REDACTED] will look into this.

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7. The subject of the Refresher Course, Composite View

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The Refresher Course was discussed in general terms at length. [REDACTED] stated that in his view it must be primarily aimed at returnees. The general feeling seemed to be that it should be two weeks in length or three at the most. [REDACTED] felt that it would be highly desirable to have guest lecturers from the highest levels so that returnees not only receive authoritative statements of policy but would have an opportunity to meet the people in responsible positions.

8. Content of Maritime Course

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Mr. Baird announced 19 April 1954 as the tentative starting date for a projected four-week Maritime Operations Course. The first two weeks to be presented at headquarters and the final two weeks [REDACTED] The curriculum is being worked out. It is planned that additional training will be available [REDACTED] in June or July. Mr. Baird urged the training officers to get the names of prospective students in order to firm up the requirement.

9. DD/P - Second Quarterly Report - Training at Non-CIA Facilities

Mr. Baird pointed out that units contemplating this type of training cannot wait until the fourth quarter to spend the money budgeted for this purpose. There followed a discussion of language training. It became apparent that the divisions still do not know what language training is available. The matter of language training is also complicated by problems of slotting and career development.

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The following items did not appear on the formal agenda:

- a. Mr. Baird discussed the problem of attrition of JOT's. In his view some of them have been given too much training. Some very fine people have been lost to the Agency because they did not attain any responsibility and sense of belonging early enough in their careers. It was pointed out that [REDACTED] needs the names of good supervisors. [REDACTED] suggested that [REDACTED] participate in the Human Resources Program because the JOT program provides a very fine illustration of the importance of good management of human resources.
- b. [REDACTED] brought up the question of separate runnings of the BIC (CS) for administrative and for operational people. The desirability of this was generally agreed to.
- c. [REDACTED] stated that there had been some rumors of dissatisfaction with covert training and that he wanted to be informed of it if there were any substantial basis for these rumors. Nothing of this was known to the training officers. [REDACTED] informed the group that DD/P is going to use machine records for advanced planning for use of returnees.

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